



## Expansion Manager

**Job Title:** Expansion Manager

**Reports to:** Chief Operating Officer

**Salary Range:** \$70,000 - \$80,000

**Status:** Full Time (40 hours/week)

**Deadline to Apply:** March 10, 2023

### About Generation Hope:

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided over \$1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 100 degrees earned through our program, and built relationships with 20+ two and four-year institutions around the DC Metro region as well as other institutions across the country. For more information, please visit [www.generationhope.org](http://www.generationhope.org).

### We are one of the “best non-profits in the region.” Read below to learn why.

By joining our team, you will be working for an organization named "one of the best nonprofits in the Washington, DC region" by the Catalogue for Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. We celebrate diversity in all of its forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, please consider joining our team.

### Position:

Generation Hope is searching for an Expansion Manager who will lead the scaling of our nationally recognized model for helping more teen parents become college graduates. The Expansion Manager will play a critical role in developing and fine-tuning the strategy and designs for future sites as well as ensuring growth stays on schedule, openings run smoothly for each location, and the sites have ongoing connection, support, and training. This is a new position created to drive, coordinate, and manage the exciting growth and expansion of the Scholar Program nationally and will be integral in

assessing partnership viability and sustainability. The ideal candidate will have experience opening subsequent locations of a business or nonprofit organization and must be a dynamic communicator, strategic thinker and energizing leader who is able to bring people together to advance the important work of Generation Hope.

## **RESPONSIBILITIES**

### **Stakeholder and Funder Cultivation**

- Manage the launch of new partnerships to support scaling including, but not limited to, conducting community-readiness assessments, creating formalized partnerships with higher education institutions, and connecting with local advocates, community leaders in the private and public sectors, and funders
- In collaboration with the Development team, identify and connect with local and national advocates & leaders, funders, and key state agency partners to assess interest in providing long-term support for the Scholar Program
- Assist with grant writing in support of new sites as needed and help the CEO and COO in making vital connections for expansion
- Pursue potential scaling opportunities and explore the feasibility of going to new markets
- Hold individual and group meetings with local advocates and leaders, and facilitate delicate outcome-driven conversations across various agencies and stakeholder groups to align on mission and program goals
- Support the development of a strong local organizational infrastructure to ensure long-term sustainability

### **Program Management**

- Maintain a thorough understanding of Generation Hope's Scholar Program and how it addresses locally-identified challenges
- Oversee planning, launch, and sustainability of the Scholar Program in a new location by adhering to deadlines and monitoring program progress toward short- and long-term goals – adjusting schedules and targets on the project as needed
- Support and coach new site director(s) to recruit and interview prospective students and launch an initial Scholar cohort
- Gather, analyze, interpret, and present qualitative and quantitative data to support Generation Hope's national replication goals and inform future replication efforts
- Once a new site is launched, ensure operations are delivered with the highest level of excellence by providing ongoing support to site director(s) and serving as a liaison between the site(s) and the DC office

### **Organizational Leadership and Communication**

- Serve as the ongoing liaison between Generation Hope's home office in Washington, DC and new locations
- Build a collaborative team in the new community including assisting with recruiting, hiring, developing and retaining high-caliber, mission-driven staff

- Develop and support on-the-ground staff with professional development and coaching and ensure access to Generation Hope's resources
- Internally, lead the development of landscape analysis overviews, progress-to-launch presentations, and staff trainings, building momentum towards launch in newly identified markets
- In partnership with the Communications team and our PR firm, contribute to and help implement a communications plan that creates awareness of Generation Hope in the local community with the goal of recruiting high-quality local talent, mentors, Scholars, and funders

#### **REQUIRED SKILLS AND KNOWLEDGE:**

- Personal qualities of integrity, credibility, and a commitment to Generation Hope's mission
- Energetic, positive, and passionate about serving young parents, student parents, and families
- Bachelor's degree required, preferably in the field of public administration, nonprofit management, business or other related areas; Master's Degree preferred.
- Minimum 5 years relevant work experience
- Minimum 2-3 years supporting program expansion, replication and/or being a liaison between local and national offices
- A keen understanding of the dynamics of foundation, corporate, and government funding with basic understanding of fundraising and development
- Strong interpersonal skills to work collaboratively within Generation Hope as well as with external stakeholders
- Excellent written and verbal communication skills and comfort engaging large and small audiences both in-person and virtually
- Ability to think creatively, initiate and manage projects, and follow through on plans
- Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- Exceptionally detail-oriented, organized, and deadline-driven
- Creative and collaborative problem-solver; comfortable working through ambiguity to define priorities
- Working knowledge of the postsecondary landscape
- Proficiency in MS Office Suite and Google Suite Workspace required
- Experience and/or knowledge about advancing equity within historically marginalized communities
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

#### **TRAVEL**

- This position requires travel, approximately 30-40% of the time, in and out of the DC Metro area. Must be able to travel via plane, train, or car.

**CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE.** Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at [generationhope.org/careers](https://generationhope.org/careers). As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available [here](#).

To apply, please complete the [online application](#). If this link does not work, you can access the application at this URL: [https://Generation\\_Hope.formstack.com/forms/apply\\_now](https://Generation_Hope.formstack.com/forms/apply_now). No calls, please.

Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.